

COMMANDER NAVAL SURFACE FORCE U.S. ATLANTIC FLEET

CHOPTALK

Issue 2000-1



ATTN: CO____ XO____

3M____ SNAP COORD____ CHENG____

Leading SK____ Leading MS____ Leading SH____ Leading DK____

MEMORANDUM FROM THE
FORCE SUPPLY OFFICER

To: COMMANDING OFFICERS, EXECUTIVE OFFICERS, SUPPLY OFFICERS, 3M COORDINATORS, SNAP COORDINATORS, CHIEF ENGINEERS AND ENLISTED PERSONNEL.

As we enter the New Year I'd like to take a moment and update you on several issues that affect you today and offer some comments for the future.

- DLR Carcass Charges... great effort by everyone. Charges are down across the Force, which as you know frees up resources for other material requirements. The Fleet Automated Carcass Tracking System (FACTS) is maturing. If you're already using it to document carcass turn-ins, hopefully you're seeing fewer BK1s. If you're not using it, please contact my staff so we can get you up and running with the software, Again, great effort by all...thanks, please keep it up!
- We recently released a message (Supply message 00-019) eliminating the requirement to submit Trial Reorder Reviews to NAVSEALOGCEN prior to submission. This process is non automatic. It will also reduce some workload for your S-1 Division.
- We also released a force wide message reemphasizing the importance of doing database back-ups properly (Supply message 00-020). Recently, we have seen several instances where ships weren't doing them properly or weren't doing them at all. Reconstructing this data is a costly, time-consuming and imperfect process. Please have your System Administrators show you their back-up process and procedures.
- Supply Messages... this year we've decided to number those Supply messages, which we believe you should keep in a handy file. These messages are numbered 00-xxx. The 00 denotes FY00. To date we've issued 20 messages (see previous bullet). Our intention is to do semi-annual recaps to tell you which messages are still pertinent. As always, contact my staff if you do not hold these messages. Keep them available for your Departmental personnel to use.
- Best Ships Store Award... the program has been revamped as directed by the Fleet Review Board. Supply message 00-006 has the particulars on how the program works. Several ships have already won the award for CY00. From now on you are only competing with yourself for this award.
- Continuous Monitoring Program (CMP)... DESRON TWO and EIGHTEEN ships have been involved in a prototype for this program. The software has matured and we are now ready to begin rolling it out to everyone. Look for the message discussing this program. CMP provides you with tools that will identify where you should be focusing your attention. It further enables your ISIC/ATG to review your Supply Department performance metrics. I am excited about CMP and after you begin using it, I'm sure you will be too.
- Pre-prepared food, Advanced foods...call it what you like. If you haven't incorporated some of

these food items into your cycle menu, I ask that you consider doing so. Your prime vendor carries many of these items that enjoy high acceptability and also reduce prep and/or clean-up time for your MSs/FSAs. Contact your local Navy Food Management Team, ATG or my staff if you want to learn more about these food products.

- The Future... My staff is working with all of the Type Commanders, both Fleets and NAVSUP to develop a vision for the Afloat Supply Department of the Future (ASDOF). Some of the concepts being discussed may be suitable for backfit to existing platforms. Others will become part of DD-21, CVX and other "to be constructed" platforms. You'll be seeing more about ASDOF. If you have any ideas as to how we can do things better today by restructuring/reengineering or if you have ideas for the future platforms please email or call LCDR Frank Sarra (757-836-3171 or fsarra@cns1.spear.navy.mil). Your input is always welcome and we're well aware you are already practicing our "good ideas."
- One last note...thanks for the super turn out at the Supply Corps Birthday Ball. I enjoyed seeing and talking to so many of you.

That's it for now. Please keep in touch, but more importantly keep doing that great job on a day-to-day basis. Your efforts and achievements are appreciated.

E. J. FISHBURNE
CAPT, SC, USN

NOTE FROM THE SENIOR ASSESSOR

One of the chronic problems we encounter during assists and inspections is the poor maintenance of the Material Outstanding File (MOF). The MOF is critical to providing supply support to your work centers and managing the financial assets allotted your ship. Unfortunately, many ships cause themselves tremendous difficulties because they are unaware of the tools available to optimally manage the MOF. Getting accurate and updated status for outstanding requisitions is often difficult. The best status you can obtain is from the inventory control point managers; and most all status goes through DAAS, which you can access through the Logistics Information Network (PCLINK). PCLINK is a program within SALTS that provides requisition, supply and shipping status information for all Military Services. The PCLINK line of products provides access to 13 different DOD databases including DAAS with a single logon and password. This program affords easy updating of status as well as a host of other incredibly handy options. However, PCLINK is not automatically loaded to SALTS; but the PCLINK software can be downloaded through WinSALTS. I urge all SUPPOs and SKs to become familiar with this program which can make your life easier in any number of ways. For directions on how to download PCLINK via WinSALTS, see the enclosed article by LT Frierhood.

GEORGE AVRAM
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3M

COMMON SKED ERRORS

If you are experiencing “Out of Memory” errors, or have valid MRC’s showing up in deleted lines on your work center’s schedules, here is some help. First, to make sure that you have the latest SKED revisions, from the Help menu click on About. SKED 2.0.20, the latest version, can be downloaded from <www.antechsystems.com>. Using the latest version of SKED should prevent future problems. Additionally, using SKED Doctor from the Tools menu should clear up any existing problems. If your cycle schedule contains a MIP with multiple line items that exceed the display capacity you may still get the “out of memory” error. To prevent this error, consolidate as many individual line items as possible so the MIP, with all associated line items, can be displayed on the monito. Or, perform a Force Revision update manually. In either case, test each MIP before proceeding with force revision editing. If you have any questions contact EMCS(SW/AW) Pezzetti or one of the other 3M team members at 444-9612, or come see us with your work center on a floppy disk, at BLDG CEP 195, RM 220.

NEW LOCATION

The 3M Team recently moved and is now located in CEP-195, next to the Deak Parsons Center, second deck, room 220. Attached to ATG, we are still the same team and provide the same quality service you have come to expect. To schedule 3M training for your ship, contact us:

- By phone, Com. (757) 444-9612 DSN 564-9612
- By GENADMIN MSG, our PLAD is COMAFLOATRAGRU NORFOLK VA//N41//.
- By email, Bouchonvillemf@atgl.spear.navy.mil

S-1 GENERAL STORES

PCLINK

As CDR Avram mentioned in his article, one tool available for SUPPOs and SK’s at sea to effectively

manage CASREPs and part status is a program called PCLINK/LIPS. PCLINK/LIPS will allow you to automatically track status at the frequency you desire from DAAS (daily, weekly, etc.). Use the procedures below to download the program and start using this tool.

DOWNLOADING PCLINK VIA WinSALTS:

a. From SALTS main menu go to the DATA SERVICE menu. Select REQUEST FILES FROM SALTS. Select SALTS STANDARD FILES. Select PCLINK PROGRAM FILES. Highlight PCLINK SOFTWARE PROGRAM. Click the ADD button. Click the DONE button. Transmit your request file for PCLINK.

Note #1: The file will be downloaded on the second SALTS connection.

Note #2: The file is approx. 3MB in size, and may take a long time to download via telephone/modem.

b. INSTALLING PCLINK. Once the executable file is on your hard drive, simply select the filename from the Windows Run function and the self-extracting executable will begin the installation process.

- Using the Windows Run function, select the self-extracting executable filename.
- Click the OK button.
- Click the Yes button.

The installation begins.

- Click the Next button.
- Click the Next button again.
- Click the Next button again.
- Click the Next button again.
- Click the Next button.
- Click the “X” box (very upper right-hand corner) to close volts window.
- Installation of the PCLINK software is complete! Click “Yes, I want to restart my computer now.” Click the OK button.

CONFIGURING PCLINK WITH WINSALTS.

Once PCLINK is installed, start WinSALTS (v.4.05+).

- Select Inquiries.
- Select PCLINK.

The first time you run PCLINK from WinSALTS, you must tell WinSALTS the location of the PCLINK software.

- Click the Yes button.
- Select the appropriate Drive (usually C: or D:) and Folder (should be \volts\dacss\pclink).
- Select the file name PCLINK.EXE.

The PCLINK subsystem will start.

- Select Utilities.
- Select Configuration.

In this box you must fill-in the User ID, Client and Login fields and set the Password. These settings are cosmetic and not important for use within WinSALTS. It does not matter what you enter, but SALTS recommends you fill-in these fields with your 3-character SALTS Activity Code for simplicity.

Note: If you are a PCLINK registered customer (i.e. you use PCLINK directly to DAASC without the use of WinSALTS) DO NOT change your configuration. Also, when queries are submitted directly from PCLINK, you must pick up your responses at the site where you sent them.

- Fill-in the User ID, Client and Login fields.
- Click the Set Password button to fill-in and verify the Password.
- Click the OK button.

BK3 Carcass Charges and Blue “E” Eligibility Criteria

DLR Carcass Charge Percentages have been Blue “E” eligibility criteria for several years, and have been a graded area within the Supply Management Inspection (SMI) IAW CNSL MSG 182339Z DEC 98. However, some afloat operations do not completely understand how to calculate their particular carcass charge percentages.

In order to calculate carcass charge percentages,

carcass charges must be stratified by fiscal year, and the fiscal year totals divided by the “SB and “S3” Fund Code” obligations of column 22 of the latest Budget OPTAR Report (BOR) of the corresponding fiscal year.

Remember that the current and prior fiscal year carcass charges must not exceed seven percent of the total fiscal year DLR obligations to maintain Blue “E” eligibility.

PURCHASE CARD FUNDING PROCEDURES

CNSL units are reminded to fund all purchases made with the Citibank purchase card throughout the fiscal year via bulk obligations. A bulk obligation is an establishment of a line of accounting (LOA) used to fund multiple purchases/obligations in a given fiscal year. Bulk funded LOAs, commonly known as C999 requisitions, are also used to fund vehicle rental, crane services, and rental of various other services including cell phones and pagers. Units must ensure that sufficient obligations have been made for any purchase card LOA before initiating a purchase action using the Citibank purchase card. The practice of bulk funding purchase card obligations in advance will ensure that there will always be enough funding in place for payment of PCard invoices upon certification. Units who fail to adequately bulk fund purchase card obligations which result in the delay in payment of their invoices by DFAS OPLOC risk the accrual of interest on their purchase card accounts and potential cancellation of their purchase card privileges by Citibank starting on 01 Jan 00.

CNSL 241930ZSEP99 provides guidance on FY99 purchase card closeout procedures and the establishment of FY 00 LOAs.

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FAX: (757) 836-3270, E-Mail:
jpolowczyk@cnsl.spear.navy.mil

NAVSEA REQUISITIONS STATUS VIA INTERNET

How many times do we sit down to work our MOF and see all the NAVSEA requisitions that we have outstanding on the listing with what seems like old status or seemingly backordered into eternity? Yes, I can hear the responses now. How would you like to be able to sit down at your computer and see the most current status available straight from the Outfitting source?

Now it is possible for those of you who have Internet Web capability or are about to receive the Web, to get that much needed status you have been looking for.

Log on to: www.puget.fisc.navy.mil, click on 'COSAL Outfitting Pages; and then click on 'Online Query Capability'. Once you are on the next screen, input your full requisition number (ensure you use an 'N' for the service designator) and click on 'submit', or hit enter. What you will then see is the most up to date status which includes the actual date that NAVSEA received your requisition, the approval date, and status updated daily, etc... What more could you ask for?

Now for those of you who would like to see ALL of your NAVSEA requisitions that are loaded in the system, follow these simple procedures. When you are on the 'COSAL Outfitting Pages' click on the 'NA-NM-BD Report for TYCOM's then click on your particular Tycom Report .zip file to begin downloading it to your system. This is a large file that will take about 2-5 minutes to download to your hard drive. Once it is downloaded you need to unzip it with Winzip 95 or similar program. This is an Excel program that will contain ALL ships/activities that are under the particular TYCOM that you have selected so you will have sort by name and search for your activity to separate your requisitions from the rest. This is a good method because it shows all the requisitions at one time and you can bounce it against your files quickly.

We here at the Supply Management Team recom-

mend that you try to keep up with your NAVSEA requisitions at least quarterly to ensure cancellations or passed requisition status have not happened without you receiving proper status via SALTS. ****REMEMBER**** you should not send follow-ups on NAVSEA requisitions, it just bog's up the system. You can always input the current status directly into SNAP to update your system. If you do find discrepancies with your requisitions please feel free to contact Mr. Gary Skerstad at FISC Puget Sound (360) 476-6129, (DSN) 439-6129.

INTERNAL MATERIAL OBLIGATION VALIDATION

Every month you are required to conduct a validation of all outstanding requisitions. Utilize the outstanding requisitions with interpreted status option and queue by either departments or work centers, including work center "stk" for all your stock requisitions. Once the reports have been produced, attach them to a cover letter which explains the importance of this process, provides instructions for reviewing, and includes a date they are required to be returned to S-1. When the MOV is returned an experienced storekeeper should review it for completeness and accuracy. For instance a backordered requisition annotated as received or a requisition shipped three months ago, should not be annotated as still required. Requisitions which are annotated to cancel and the status will allow for it, submit cancellation requests to the appropriate routing identifier. File each monthly internal MOV in a folder and retain for twelve months. Report delinquent departments or work centers on the next CO's Monthly Supply Report.

SNAP I/II SHIPS

REQUISITION ADVICE CODE 2D.

Minimize those extra man hours working financial listings and researching extra charges against your OPTAR by simply utilizing ADVICE CODE "2D" on all requisitions (STOCK or DTO).

2D Furnish exact quantity requested (i.e., do not adjust to unit pack quantity unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value).

Stock points (DLA/GSA) will be restricted from applying "BJ STATUS" which results in excess material in the storerooms (RAB), bench spares for the work centers, and SFOEDL charges.

BJ Quantity changed to conform to unit pack or because of allowable direct delivery contract variance. Adjust the due in records accordingly. Unit of issue is not changed.

With continued funding constraints on the fleet and new policies governing obligation of the Navy Working Capital Fund, the use of this advice code must be implemented NOW.

SWO AND ESWS PENNANTS

COMNAVSURFLANT and DSCP have worked together to officially establish National Stock Numbers (NSNs) within the Supply System for SWO and ESWS Pennants (CNSL msg 051359Z OCT99). These pennants are to be flown by ships in recognition for their superior warfare qualification programs. Initial pennant issues are provided free of charge by CNSL. Refer to COMNAVSURFLANT NORFOLK VA//N00//, 131719Z OCT98 for more details on the program. NSNs for each pennant are provided below:

8345-01-465-1312: 19"x24" SWO Pennant
8345-01-465-1317: 19"x24" ESWS Pennant

COG for both items is 9D. Item Manager is S9T. Price for either pennant is \$61.55. Submit requirements using standard Navy requisitioning procedures.

REQUIRED CHANGES TO MILSTRIP SUBMISSION VIA SALTS

DAAS has migrated from the current SALTS MILSTRIP process to DAMES via WINSALTS. This is a MANDATORY SWITCH for all MILSTRIP customers. All SALTS customers were required to switch to the DAMES function within WINSALTS by 01 December 1999. ALL SALTS MSG #99-317 released on 27 September 1999 provided instructions on obtaining the DAMES software/desk guide. Questions should be directed to the SALTS Help Desk (DSN: 442-1112, COMM: (215) 697-1112).

RELATIONAL SUPPLY

Relational Supply (R-SUPPLY) is the next generation of Supply and Financial Management software developed to replace SNAP I, II and SNAP III (ported SNAP). R-SUPPLY (SFM) OMMS-NG (MDS) and R-ADMIN (Compass/CCC) make up the complete OPTIMIZED software suite. In addition, OPTIMIZED NALCOMIS is also part of the software suite where applicable. R-SUPPLY provides new Windows based user screens, graphical user interface and the Relational Database Management System (RDBMS). The R-SUPPLY and OMMS-NG databases are relational in nature vice the old flat file format. This new structure should simplify program changes necessary to add future functionality. R-SUPPLY currently exists in two versions, Unit Level and Force Level. Unit Level replaces the current SFM/OMMS where Force Level replaces SUADPS/OMMS/NALCOMIS. In both versions, R-SUPPLY offers many benefits to the end user including:

- Pull down menus
- No requirement to back out of one subsystem to go into another
- Provides interpretation of all codes
- Very effective help program
- Query function improves research- online transaction ledger shows entire history of a NIIN
- An excellent Outstanding requisition search function

Pre-installation training is held at SSC Chesapeake, scheduled at the ship's convenience. Approximately two weeks of R-SUPPLY OJT is provided for the Supply Officer, all SK's and RPPO's. OMMS-NG training is also provided for department heads, division officers, W/C supervisors and other end users.

Since the prototype on board the USS STOUT (DDG 55) in 1997, eight ships have been converted to RSUPPLY including: USS SAMUEL B. ROBERTS (FFG 58), USS KAUFFMAN (FFG 59), USS ANZIO (CG 68), USS CAPE ST GEORGE (CG 7), USS TRENTON (LPD 14), USS OAK HILL (LSD 51), and the USS HAWES (FFG 53). An additional 23 SURFLANT ships are scheduled to receive R-SUPPLY in FY2000 with full fleet implementation expected by FY 2005.

SNAP I SHIPS ONLY

BUDGET PROJECT 28 ISSUES

The following article applies specifically to Navy Working Capital Funded ships, but is of general interest to all Supply Officers and Storekeepers.

Budget Project 28 (BP28) is a retail inventory investment of the NWCF used to stock material for anticipated sales. The old concept of an open allotment where stock levels and procurement were based on established allowance and demand experience rather than financial limitations has come to an end. Activities operating under NWCF accounting procedures are now required to manage stock levels within the limits of an operating target (OPTAR).

This change in business policy resulted from a recent budget review that levied significant marks (reductions) against the BP28 account. The first budget mark of \$33.9 million was for funding of Aviation Consumable Allowances; the second budget mark of \$47.2 million was a general undistributed withhold of funds. This unanticipated constraint made it necessary to closely monitor future obligations of BP28 funds. The BP28 OPTAR was the tool chosen to do this.

These OPTAR's have been developed utilizing a simple formula to achieve a 1:1 OBLIGATION to SALES ratio. Simply put, for every dollar of inventory you purchase, you must sell a dollar of stock. Implementation of these new policies and business rules will be challenging but achievable. Budget development will focus on the ship's schedule with deploying units getting the largest slice of the pie.

Naval Supply Systems Command is currently developing a database program (OMEPS) to track and monitor all BP28 obligations. Once established, activities will be able to access their obligation rates from the NAVSUP WEB page via the Internet. In the interim, TYCOM's have developed a process to assist in tracking these obligations and will provide updated status to Supply Officers as needed.

I solicit your support in this area and your ideas on how we can minimize the impact on BP28 while ensuring readiness and supply support.

The COMNAVSURFLANT points of contact on this issue are LT Richard Moore at 836-3351 or SKCS Luis Montalvo at 836-3337. Please feel free to contact them with any questions or recommendations.

SNAP II SHIPS ONLY

STATUS EXCEPTION LISTING

(RPT 076)

STATUS EXCEPTION LISTING (RPT 076)

The Status Exception Listing (SEL) is an extremely important database management tool for the proper management of your Stock Record File (SRF) and the reorder process. When reviewing the SEL, the following actions are to be taken:

1. All requisitions for stocks that are listed on the SEL as "no record on file" must be validated as they could possibly put you in excess on order. The following are just a few things to look for:
 - Conduct a review in SNAP/Micro SNAP/RSUPPLY to identify if the requisition has

- been received.
- Validate if a SRF exists for the NSN in question. If so, check for allowance and conduct a spot inventory. Look for possible receipt of substitute material. This could possibly put you in excess of allowance. Submit an “AC1” cancellation for any outstanding requisitions that could put you in excess of allowance.
 - After causative research has been done, you need to build the O/S requisition for valid requisitions listed as “no record on file”. Ensure to build the correct requisition data for TYCOM and NAVSEA funded requisitions (i.e. VO = NAVSEA TOB fund code, ZH9 = NAVSEA TOB (SRI) project code, etc).
2. “RG” Cancellation Status is received for NAVSEA TOB requisitions (E-series) and indicates that there is no onboard allowance (HME/MAM/OSI). Research should be conducted to validate there is no allowance for the item in question. If there is no allowance, the SRF Allowance Type (AT) Code must be changed to AT-6. The SRF with zero on hand will be deleted by running Global Level Setting. The SRF with an on-hand quantity will need to be off loaded (with the exception of MAM’s).
 3. “CA” status received for NAVSEA TOB requisitions indicates that a cancellation message will be sent to your activity. NAVSEA TOB cancellation messages are serialized for each ship and must be retained for one FY to facilitate research of allowance changes. These messages are used to facilitate research of allowance changes. If you are missing any cancellation messages contact NAVSEA:
- For High Value requisition screening (HME):
 Mr. Bill Koch
 NAVSEALOGCEN
 Comm (717) 605-3295
 DSN 430-3295
- For MAMS screening: Mr. Bob Spirk
 NAVSEALOGCEN
 Comm (717) 605-2964
 DSN: 430-2964
4. “BH” status indicates that a NSN has been superseded/substituted. NSNs must be manually updated in the cross- reference file (XRF), and you must establish an AT-9 stock record. Failure to update the XRF and SRF will result in incorrect data elements in the XRF and SRF and will cause erroneous receipt processing.
 5. Requisitions with NSN changes (“BG” Status Code) must be researched against FEDLOG to verify that the old NSN has been replaced with a new NSN. After verifying this, the SRF should be updated by entering the new NSN below the old NSN in the SRF screen and then selecting PF6 to change the NSN. You must also answer “NO “ to supercede. If you have any of the old NSN material on hand you must change the NSN on the package to the new NSN. Failure to update the SRF will result in incorrect data elements in the SRF and cause erroneous receipt processing.
 6. “BN” status indicates that a requisition is being de-obligated. This requisition must be checked in SNAP to determine that it was, in fact, cancelled.
 7. NSNs for requisitions listed on the SEL as having U/I changes must be manually changed in the SRF. Refer to NAVSUP-485 APP 19 for conversion formulas. Failure to correct the NSN will result in erroneous data elements in the SRF. You must also indicate the new U/I on the packaging if any material is on hand.
 8. Review and respond with BK2 to all carcass-tracking follow-ups (BK1/BKR/BK3 from NAVICP-M/P). Coordinate with the Financial SK to ensure credit is received on the subsequent SFOEDL for a REQN in receipt of a BK4. Follow-up to FFSF is required for non- receipt of credit in a timely manner.
 9. Error message ”Unable to Process” occurs when data is skewed going into SNAP. In this case, data must be interactively entered into SNAP.

S-2 FOOD SERVICE

WHAT’S THE DIFFERENCE?

What's the difference between a Customer Survey, Suggestions to the Food Service Officer, and a Sampling of Meals from the General Mess? Most do not realize these programs are separate.

A customer survey (also known as the food preference rating) is a developed questionnaire, which helps us determine the crew's preferences in addition to the information from the menu review board. The questionnaires should be updated periodically and kept on file because tastes change, new personnel arrive, and new foods and recipes are introduced.

A suggestion to the Food Service Officer is a local form developed to implement the suggestion program. Ample forms are required near the Food Service Officer suggestion box. The Food Service Officer will review each suggestion for possible adoption and implementation. A reply will be made to the suggestions within 48 hours when a name and address is furnished. Create a history file for future reference.

Last, but not least is the Sampling of Meals from the General Mess. It is a ship's instruction coming from the Commanding Officer that designates an officer or senior enlisted member usually the OOD/JOOD to sample each meal served in the General mess. A report of each sampling must be submitted and reviewed by the chain-of-command. After they are reviewed and any necessary action is taken they are retained for 6 months. Most forms include the grading of each food item for taste and temperature, appearance/display of the serving line, sanitary conditions, and scullery temperatures.

If you have any questions or need an example of the forms discussed please contact your nearest SMI/NFMT office in your area. Your success is our success. Do you understand the difference?

SUBMISSION OF QUARTERLY AND MONTHLY REPORTS

Although all Food Service returns are transmitted to NAVSUPSYSCOM electronically, the required

submission dates have not changed. The monthly Rations and Sales Report (NAVSUP 1357) is required to be transmitted not later than the 5th day of the following month of the reported period. The General Mess Operating Statement (NAVSUP1358) will be submitted not later than 10 days after the end of the applicable quarter. If reports cannot be submitted on or before the required date, a message will be sent to SUP 51 (copy to TYCOM) explaining the nature of the delay and specifying the amount of receipt with charge. As an interim measure, submarines submitting late reports will forward receipts-with-charge to date to SUP 51 electronically.

There are still a significant number of returns transmitted after the required date, or reported by NAVSUPSYSCOM as not received at all. A definite means to verify transmitted returns are received by NAVSUPSYSCOM is to contact NAVSUP by phone (Com 717-790-5921, AV 480-5921). Another means to ensure a successful transmission is to select you (the originator) as an addressee in addition to NAVSUPSYSCOM when selecting destinations via SALTS. This will allow you to receive a "come-back copy" of your returns.

SALE OF MEALS

The NAVSUP 1544 Cash Meal Payment Book is used when meals are sold daily on a cash basis. The preponderance of NAVSUP 1544 use is by shore activities. Whenever the NAVSUP 1544 is being used, strict adherence to proper handling procedures is required. The Commanding Officer designates in writing a Control Officer (Food Service Officer) for handling and security of the DD Form 1544. Transfer receipts will be used to issue meal payment books to individuals authorized to receive cash for sales of meals from the general mess. The Control Officer will maintain the receipts, and audit the book weekly until all the sheets are returned to the Control Officer. Guidelines for using the DD Form 1544 is stated in the NAVSUP P 486 Volume 1, paragraph 2201 sect.1.

The NAVSUP 1046 is used more in afloat applications, and should be used to its full intent. The

Food Service Officer is authorized to sell meals on a credit basis to officers, enlisted, and other personnel subsisting on a daily basis. When making sales on a credit basis, the Sale of General Mess Meals (NAVSUP Form 1046) will be used in the manner prescribed in the NAVSUP P 486 Volume 1, paragraph 2201 sect 2. Collections and deposits for all meals sold on a credit basis will be required no later than the 15th of the following month.

FOOD SERVICE PUBLICATIONS

DO YOU HAVE WHAT YOU NEED?

NAVSUP NOTICE 7330 <<http://www.salts.navy.mil/downloads/foodsvc/navyfood.html>> - Contains the daily monetary ration rates (allowances) and fixed price list for the fiscal year by quarter.

P-7 <http://www.nll.navy.mil/nll/brow_nll.cfm?type=COM&ID=BROWSE> Armed Forces Recipe Service (AFRS)

P-421, with Change 1 <<http://www.nll.navy.mil/pubs/p421.pdf>>, Food Service Operations

P-476 Navy Food Service Quarterly - Published on a quarterly basis

P-486, Volume I, with Change 1 <<http://www.nll.navy.mil/pubs/p486v1.pdf>>, Food Service Management for General Messes

P-486, Volume II <<http://www.nll.navy.mil/pubs/p486v2.pdf>>, Food Service Management - Officers' Quarters and Messes Afloat and Chief Petty Officers' Messes Afloat

P-520 <<http://www.nll.navy.mil/pubs/p520.pdf>> Mess Deck Master-At-Arms

P-580 <<http://www.nll.navy.mil/pubs/p580.pdf>> Fat, Cholesterol, and Calorie List For General Messes

P-4998 CARGO - Chapter III provides information on subsistence items available from the Combat Logistics Force.

SUBSISTENCE PRIME VENDOR (SPV)

New products are added to the SPV catalogs on a regular basis. If you are interested in a particular item to add and you have a constant requirement for the item, contact your TYCOM representative. The following information is the minimum required information needed to add an item: full name and description of the item, manufacturer name, how it is packed and the companies stock number or item number. The TYCOM representative will work with the Defense Supply Center Philadelphia (DSCP) account manager to have item added to the catalog.

When a customer wants to add a new item to the SPV catalog, that is not normally carried in inventory, that customer must purchase a specific quantity of that item each month. Number of cases required varies depending on contractor. No procurement requirements exist if the item is normally carried in inventory by the prime vendor.

S-3 RETAIL OPERATIONS

AUDITS

The Sales Officer must continuously audit all aspects of the Retail and Services Operations. The Sales Officer's Daily/Weekly Checklist, Sales Officer's Monthly Checklist, and the Supply Officer's Monthly Checklist (SURFSUP Figures 12-1, 2, and 3 respectively) are recommended internal auditing aids and programs. Based on these internal auditing programs, the Sales Officer should prepare a weekly schedule of audits. Records of completed audits should be maintained and used when submitting the monthly Ship's Store Management Report to the Commanding Officer. This Report should include information on discrepancies found during the Sales Officer's audits, and measures implemented to correct current and preclude future occurrences.

RETURNS

COMNAVSURFLANT/COMNAVSURFPAC-INST 4400.1H, 12800 states that upon completion of the accounting period, the Sales Officer must care-

fully prepare ships store returns per NAVSUP P-487, Chapter 9. Submit returns to DFAS no later than the fifteenth day of the month following the end of accounting period. The closest Afloat Training Group (ATG) will review ship's store returns. ATG review of financial returns before submission is encouraged, however, after the fact reviews are authorized. Contact your local ATG for specifics on scheduling reviews. A copy of the ROM computerized NAVCOMT 153 will be mailed to TYCOM.

WELCOME ABOARD

Welcome aboard to the following:

SKC Kraisorn Prachanronarong, TAD from (DD 21)
Program Office
SKC Shirley Colter, reporting from USS Theodore
Roosevelt (CVN 71)
SK1 Karole Trump, reporting from USS WASP
(LHD 1)

FAREWELL

Fair winds and following seas to SKC Zachary
Myers, transferring to EODMU 8, Sigonella, Sicily,
and to SKC Glenn Ramones, transferring to SEAL
TEAM 2, Little Creek Amphibious Base.

APPENDIX A

“ALNAVSURFLANT” and “NAVSURFLANT SHIPS” MESSAGES
(in effect as of 31 Jan 00)

Below is a list of active “ALNAVSURFLANT” and “NAVSURFLANT SHIPS” messages as of 31 Jan 00. These messages should be kept on file and are mandatory Supply Officer Turnover Items upon relief. If you are missing any of these messages contact MSCM (SW) Welsh, N411C2, DSN: 836-3173, Commercial: (757) 836-3173, Fax:(757) 836-3271/2, Email: n411c2@exchg.cnsl.spearnavymil, SALTS address: ZAK.

DTG	CODE	SUBJECT
171605ZMAY96	N412A	Shipboard Configuration Management Advisory Number One
022115ZAUG96	N412A	Shipboard Configuration Management Advisory Number Two
270140ZSEP96	N62	Information Technology (IT) Procurement Guidance
231825ZJAN97	N411A	CASREP Policy
121615ZMAY97	N412A	Shipboard Configuration Management Advisory Number Three
161730ZJUN97	N62/N413A	Guidelines for Use of the INTERNET and Electronic Mail
011756ZOCT97	N412E	Excess MAMS Retention
021830ZJAN98	N411B	Transfer of Expediting Function
102349ZAPR98	N413D	Post Cost Advisory Msg
102353ZAPR98	N413D	Budget OPTAR Report (BOR) Consolidation (S&E and TAD)
272110ZAPR98	N413C1	Transmission of TAD Financial Transmittal TL Data Via SALTS
291805ZAPR98	N413D	Budget OPTAR Report (BOR) Consolidation (S&E and TAD) Update
301753ZJUN98	N411/413	FY 98 Supply/Monthly/Quarterly MSG Reporting Requirements
301748ZJUN98	N412E	BN Requisition Processing
150131ZJUL98	N412A	NAVSEA TOB Requisition Cancellation Processing
122356ZAUG98	N411C	Readd 241730Z JUL 98 NEXCOM Changes to AT&T Calling Card
010133ZOCT98	N412A1	Excess Spare Parts
052202ZOCT98	N411C	Afloat Coveralls Guidance
011940ZOCT98	N413B2	Financial Advisory-Official Representation (ORF) and Latin American Cooperation Funds (LATAM COOP)
211504ZOCT98	N412A1	Demand Processing Parameters within SNAP II/III/MicroSNAP

011525ZDEC98	N411A	CASREP Reqn Submission and Receipt Requirements
011529ZDEC98	N411D	NAVSEA Fleet Solid Waste Conference Lessons Learned
011531ZDEC98	N411D	Plastic Waste Management without PWP
182339ZDEC98	N411B	Interim Change to CNSL/CNSP 5040.4H/2B
312238ZDEC98	N411B	Mandatory Cost Avoidance Programs Update
020130ZJAN99	N411D	Prohibition of Plastic Waste Discharge At Sea
261615ZJAN99	N413C	Financial Advisory-BOR Submission-Problems and Solutions
020105ZFEB99	N413	COMNAVSURFLANT N413 Financial Personnel Roster
081930ZMAR99	N413D	Government Purchase Card Program Howgoesit
141815ZAPR99	N411B	Erroneous Stock Record Files
131500ZAPR99	N412B	Use of Requisition Required Delivery Date (RDD)
191252ZAPR99	N411B	Reduction of Repairables Carcass Tracking Billing Timeframes
30119ZAPR99	N411C	ACDUTRA Procedures
031340ZMAY99	N413D	Financial Advisory-Contingency OPS/Special Mission Reporting
101442MAY99	N411	ATM Pre-installation
131145ZMAY99	N411B	Shipment Of HI-PRI Parts To CNSL Deployed Units
211323ZMAY99	N413D	Revised FY99 Format for TAD OPTAR Augment and Advance Request
102059ZJUN99	N411C	Use of Pre-Prepared Foods in Navy Galleys
210006ZJUN99	N411B	Depot Level Repairable (DLR) Management Update
292300ZJUL99	N411C	Use of Pre-Prepared Food in Navy Galleys
031650ZSEP99	N411C	2000 CAPT Edward F. Ney Memorial Awards Procedures
092235ZSEP99	N413C	Financial Advisory: FY 2000-MSG #1 SNAP and TAD Setups
231705ZSEP99	N413D	Financial Guidance for Development of an Annual Financial Plan(AFMP)
281615ZSEP99	N413D	FY 00 TAD OPTAR Funding Guidance/AFMP Development
281617ZSEP99	N413D	FY00 Financial Advisory- S&E Policy/Guidance For Active and Reserve Ships
302227ZSEP99	N413D	Ships Fy00 S&E OPTAR Grants

302228ZSEP99	N413	FY00 Ships TAD OPTAR Authorizations
082200ZOCT99	N413A	Shore/Staff FY00 Financial Policy Message
141247ZOCT99	N413	Chg 1 to CNSL 3000.3B/Force Order
191045ZOCT99	N6/N413	FY00 Shipboard Copier Program
221904Z OCT 99	N412A	Removal of Excess Material and Validity Enhancements (REMOVE) Program – Force Supply Msg 00-002
281747Z OCT 99	N411	Afloat Coveralls Guidance - Force Supply Msg 00-003
021647ZNOV 99	N411C	ATMS-at-Sea Maintenance Support – Force Supply Msg 00-004
081620Z NOV 99	N411B	Interim Change to CNSL/CNSP INST 4400.1H (SURSUP) and 5040.4H/2B (LMA Instruction) Force Supply Msg 00-005
081625Z NOV 99	N411C	Ships Store Retail And Service Excellence Award – Force Supply Msg 00-006
081845Z NOV 99	N411C	O&MN Accounting Classification For Subsistence – Force Supply Msg 00-007
102125Z NOV 99	N411C	Use Of Prepared Foods In Navy Galleys – Force Supply Msg 00-008
151540ZNOV99	N431/413	COMNAVSURFLANT Habitability Improvement Program
172201Z NOV 99	N412	MILSTRIP Transactions Utilizing Dames Within WINSALTS - Force Supply Msg 00-009
022202Z DEC 99	N412E	Supply Training Seminars Offered By Video Teletraining (VTT) For SNAP II, Micro-SNAP, And Unit Level R-Supply Activities – Force Supply Msg 00-011
132308Z DEC 99	N411	MAMS Changes per IDTC – Force Supply Msg 00-013
132310Z DEC 99	N411B	Force Inventory Transmission System Download (FITS DL) Reports Force Supply Msg 00-012
171457Z DEC 99	N411	SNAP II/III Listing Frequency and Retention Policy – Force Supply Msg 00-014
171705Z DEC 99	N411B	Deploying Spares Groom Program – Force Supply Msg 00-015
171916Z DEC 99	N412E22	FACTS Implementation on SNAP II/MICROSNAP/RSUPPLY Units Force Supply Msg 00-016
281851Z DEC 99	N412E23	Policy & Guidance for Managing Shelf Life Items – Force Supply Msg 00-017
062335Z JAN 00	N411B	ANORS Reqn Policy Change – Force Supply Msg 00-018
282354Z JAN 00	N411B	Policy Change for Mandatory Cost Avoidance Programs – Force Supply Msg 00-019
011545Z FEB 00	N412E	SNAP I/II/III, MICROSNAP, RSUPPLY Backup Procedures – Force Supply Msg 00-020

APPENDIX B

COMNAVSURFLANT N41 PHONE LIST

ACOS SUPPLY & FINANCIAL MANAGEMENT

COMMERCIAL: (757) 836-XXXX

DSN: 836-XXXX

NAME	CODE	TITLE	RM#	PH#
CAPT FISHBURNE, Edward	N41	ACOS, Supply & Financial Mgmt.	255	3249
Ms. BENNS, Sheila	N41S	ACOS Secretary	257	3482
CDR MILLER, Robert (Bob)	N41A	Assistant Force Supply Officer	256	3484
CDR HUSSON, Claude (Robin)	N411	Supply Operations Officer	233A	3290
Ms. HART, Sandra (Sandy)	N411S	Secretary	233	3176
SK1(SW) HAWKINS, Barron (Hawk)	N411A4	Expediter	233	3155
LCDR LARCHER, Tracy	N411B	Equip. Program Support Officer	234	3164
SKCM (SW) LOCKLEAR, Chalmers	N411B1	Afloat Supply Mgmt Analyst	235A	3158
SKCS (SW) MANARANG, Nolasco (Noli)	N411B12	Afloat Supply Mgmt. Asst.	235	3169
SKC(SW) PACK, Michael (Mike)	N411B13	Afloat Supply Mgmt Asst.	235	3162
Mr. SEIGLE, Harry	N411B2	Repairables Analyst	234A	3168
VACANT	N411B3	Supply Systems Analyst	235	3167
Ms. BARLOW, Becky	N411B4	Supply Systems Analyst	235	3166
Mr. FOREMAN, Larry	N411B41	Supply Systems Analyst	235	3167
LCDR SARRA, Franklin	N411C	Supply Procedures Officer	237	3171
SHCM (AW/SW) McCLENDON, Craig	N411C1	Afloat Ships Store Policy	237	3172
MSCM(SW) WELSH, Linda	N411C2	Afloat Food Service Asst.	237	3173

NAME	CODE	TITLE	RM#	PH#
DKC PENSON, Victor (Vic)	N411C3	Afloat Disbursing Policy	237	3174
Mr. HUNDLEY, Charles (Chick)	N411D	Environmental Specialist	137	3175
CDR ROBINSON, Michael (Mike)	N412	Supply Programs Officer	252	3177
Ms. HINDS, Wanda	N412S	Secretary	254	3488
LT KILLIUS, Robert (Bob)	N412A	SNAP Config./FMPMIS/ILO Officer	251	3423
SKCS(SW/SCW) REED, Steve	N412A1	SNAP Config./FMPMIS/ILO	251	3493
VACANT	N412A12	FMPMIS/Data Distribution	251	3386
*Mr. CLAFLIN, David	C412A13	SNAP Config. Analyst	135	3464
*Mr. VILLALON, Andy	C412A14	SNAP Config. Analyst	135	3425
LT DIETRICK, Glenn	N412B	Sup. Combat Log Load Mgmt. Off.	260	3347
SKC COLTER, Shirley	N412B1	SAC 224 Analyst & Fuel Mgmt.	260	3349
*Mr. DAMPMAN, Bill	C412B3	SALTS Contractor	260	3091
LT MOORE, Richard	N412C	SNAP I Supply Systems OPS Off.	259A	3351
SKCS SW) MONTALVO, Luis	N412C1	Supply Fin. Mgmt. Administrator	265	3337
*SKC Prachanronarong, Kraisorn	N412C13	Asst. Supply Fin. Mgmt. Admin.	265	3480
VACANT	N412C2	Supply OPS Mgmt. Admin.	138	3323
SK1 TRUMP, Karole	N412C3	SNAP I Management Support	265	5312
VACANT	N412C4	SAC 207 Financial Mgmt.	265	3481
*Mr. NAGAL, Renato (Ray)	C412C2	SNAP I Training Center	230	3139
MAJ (USMC) HATHAWAY, Seth	N412D	Aviation Supply Officer	262	3343
AKCS(SW/AW) MAJOR, Bobby	N412D1	Aviation ALW/Helo Support	264	3334
GYSGT(USMC) FABIEN, Dominique	N412D13	LCPO, AVCAL Ld Mgr./Sup. Lia'sn	264	3332
*Mr. ALLEN, Gale	C412D	Systems Analyst	262	3362

CHOPTALK

NAME	CODE	TITLE	RM#	PH#
*VACANT	C412D1	SNAP I Training Center	230	3139
*Mr. MARTY, Freddie	C412D3	Contractor	230	3362
*Mr. WILHELM, Greg	C412D4	SAC 207 Financial Management	265	3336
VACANT	N412E	SNAP II Supply Systems OPS Off.	259	3353
*Mr. HARRINGTON, Larry	C412E11	Programmer Analyst	234	3499
*Mr. MILBURN, Robert	C412E12	Principal Technical Analyst	135	3500
SKC(SW) McLAUGHLIN, Daniel (Dan)	N412E22	SNAP II System Analyst	251	3324
LCDR VALLE, Christian	N413	Force Comptroller Officer	243	3418
Ms. SALOPEK, Kathy	N413A	Deputy Comptroller	243A	3412
Ms. GILL, Sylvia	N413A2	Ships Budget Assistant	240	3512
Ms. JONES, Linda	N413A3	Budget Analyst	242	3363
VACANT	N413B	Budget Officer	245	3412
Mr. WALLACE, George	N413B1	Budget Analyst	246	3417
Ms. RIDLEY, Linda	N413B2	Budget Analyst IMA/SIMA/ILO/RSG	246	3400
Ms. VICKHOUSE, Kimberly (Kim)	N413B3	Budget Analyst	246	3416
Ms. RUFFIN, Shelia	N413C2	TAD Budget Analyst	240	3402
LCDR POLOWCZYK, John	N413D	Ships/Staff Programs Officer	241A	3390
Ms. LEWIS, Janet	N413D1	Ships Supervisor Analyst	240A	3401
Ms. SWEENEY, Betty	N413D11	Ships Budget Analyst	240	3392
Ms. RUFFIN, Sheila	N413D12	Ships Budget Analyst	240	3511
Ms. GILL, Sylvia	N413D13	Budget Assistant	240	3512
Ms. HANNAH, Beth	N413D14	Budget Analyst	240	3392
Ms. BAKER, Judy	N413D15	Accounting Technician	240	3393

NAME	CODE	TITLE	RM#	PH#
SK1(SW/AW) BROWN, Alphonsa (Al)	N413D21	Staff Open Purchase LPO	139	3396
SK1 CHANCE, Timothy	N413D2T	Staff Supply Contractor	139	3396
SK1 ROBY, Clayton	N413D21	Staff Supply Custodian	139	3395
*Ms. WHITMIRE, Linda	N413E1	Computer Specialist	242	3398

